



**SCHOHARIE COUNTY DEPARTMENT OF
PERSONNEL & CIVIL SERVICE**
ANNOUNCES CIVIL SERVICE *OPEN COMPETITIVE* EXAMINATION FOR
#15-001 CASEWORKER
Starting Salary: \$41,118 (CSEA Grade 15)

*Application Fee – \$15.00

LAST FILING DATE: **April 10, 2015**

DATE OF EXAMINATION: **May 16, 2015**

ELIGIBLE LIST: The list resulting from this examination will be used to fill vacancies, as they occur in Schoharie County.

RESIDENCE REQUIREMENTS: An applicant must have been a legal resident of Schoharie County or one of the six contiguous counties of Albany, Delaware, Greene, Montgomery, Otsego or Schenectady for at least thirty days immediately preceding the test date.

MINIMUM QUALIFICATIONS:

(A) Possession of a bachelor's degree from a regionally accredited or a New York State registered four (4) year college or university; **OR**

(B) Certification as a Registered Nurse with one (1) year of experience in that profession.

(Administrative Directive from N.Y.S. Department of Social Services to County Personnel Officers, 12-9-87)

NOTE: Part-time employment can be pro-rated to count towards full-time, based on number of hours worked per week.

SPECIAL REQUIREMENT: This class requires extensive travel. Incumbents will be required to possess a valid, appropriate level, New York State Motor Vehicle operator's license, or otherwise demonstrate the ability to meet the travel needs of the job.

GENERAL STATEMENT OF DUTIES: Under supervision, a Caseworker identifies and provides appropriate services for individuals and/or their families, including children, to assist them with their economic, emotional, social, and environmental difficulties; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Work is performed under the close supervision of a supervising caseworker or coordinator, with in-service training provided through the agency's staff development program. A Caseworker, in consultation with the supervising worker and/or the interdisciplinary team, formulates and carries out plans to meet the individual needs of the cases assigned.

Use of calculators is PERMITTED

Subjects of examination: *A written test designed to evaluate knowledge, skills and/or abilities in the following areas:*

1. Establishing and Maintaining Effective Helping Relationships in a Social Casework Setting: These questions test for an understanding of the factors contributing to the development and maintenance of productive client-worker relationships. You will be provided with descriptions of specific client-worker interactions and asked to select the appropriate responses. The questions cover such topics as confidentiality, time management, professional ethics and referral techniques.

2. Interviewing (Caseworker): These questions test for an understanding of the principles and techniques of interviewing and their application to specific client-worker situations. You will be provided with a series of concrete interviewing situations for which you will be required to select an appropriate course of action based on an analysis of the situation, the application of the information provided and the ramifications of various interviewing principles and strategies. You will also be asked questions about the interviews process and various interviewing techniques.

3. Preparing Written Material: These questions test for the ability to present information clearly and accurately and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order and then asked to choose from four suggestions the order for the sentences.

The New York State Department of Civil Service has published a test guide intended for candidate preparation use for this particular examination. This test guide contains important test-related information as well as sample test questions similar to the questions that will be used on the written test. The New York State Department of Civil Service is making a copy of this test guide and other related information available on its website at: <http://www.cs.ny.gov/testing/localtestguides.cfm>. In addition, a copy of this test guide can also be obtained at our local Civil Service office. Please call (518) 295-8374 for more information on how to obtain a copy of this guide.

THIS EXAMINATION IS BEING PREPARED AND RATED IN ACCORDANCE WITH SECTION 23(2) OF THE CIVIL SERVICE LAW. THE PROVISIONS OF THE NEW YORK STATE CIVIL SERVICE LAW, RULES, AND REGULATIONS DEALING WITH THE PREPARATION AND RATING OF EXAMINATIONS, AS WELL AS ESTABLISHMENT AND CERTIFICATION OF ELIGIBLE LISTS FOR POSITIONS IN THE CLASSIFIED SERVICE WILL APPLY TO THIS EXAMINATION.

CANDIDATES WHO FILE FOR CASEWORKER EXAMINATIONS WITH MORE THAN ONE CIVIL SERVICE AGENCY WILL BE REQUIRED TO USE THE SCORE RECEIVED IN THIS EXAMINATION SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS:

1. A candidate is permitted to take a Caseworker examination prepared by the NYS Department of Civil Service only **once** during each of the following defined periods:
 - January 1-June 30
 - July 1-December 31
2. A candidate who applies and is approved for more than one Caseworker examination during the same six-month period (January 1-June 30 or July 1-December 31) is required to use the score resulting from a single test administration for all examinations held during the same six-month period.
3. The candidate must inform the civil service agency if he/she has previously taken a Caseworker examination in any other civil service agency and provide the location and date the examination was taken.
4. A candidate must pay application fees for each examination requiring such fees.
5. A candidate's placement on resultant eligible list(s) and duration of eligibility for appointment will be determined by the civil service agency conducting the examination(s).

APPLICATION FEE WAIVED: A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a state or local agency. All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement. Applications are available in the Personnel Department.

The required application fee is fifteen dollars, which may be in the form of a check/money order or cash and must accompany each application. If your application is disapproved, your examination fee will **NOT be returned to you. Please make check/money order payable to Schoharie County Department of Personnel and include the examination number.*

Applications and exam announcements are available on our website at www.schohariecounty-ny.gov

ISSUE DATE: 3/11/15

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